



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 1-26-17	<b>Interviewer:</b> Mohammed Cato	<b>RFA #17 –</b>
<b>Name of Person(s) Requesting Assistance:</b> [REDACTED] & [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED] & [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Student		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐ Faculty ☐ Staff ☐ Student x  
 Concern Regarding:    Male x Female ☐ Administrator ☐ Faculty x    Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| x Sex/Gender   | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
1-25-17	[REDACTED] comes to the EO Office.	[REDACTED] has questions about anonymous reporting of sexual harassment by a faculty member and would like to speak to SGS or MC. MC is not available to meet with [REDACTED] so Hailey takes her contact info and assures her that MC will follow up.
1-26-17	[REDACTED] meets with MC	MC explains the Discrimination Complaint Procedure to [REDACTED] including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. At this point, [REDACTED] doesn't know what she wants to do. [REDACTED] shares some information but won't give any names except for [REDACTED]. [REDACTED] shares that she was in a consensual relationship with [REDACTED] from mid Sept. 2016 to mid Dec. 2016 [REDACTED] also alleges that [REDACTED] dated another student prior to her relationship with [REDACTED] and that the faculty member may be currently dating one of his students [REDACTED] also shares that she believes the [REDACTED] has served alcohol to students, including herself. MC agrees to give [REDACTED] some time to think about whether or not she would like to pursue a complaint but warns [REDACTED] that EOO will need to act in some capacity or another, regardless if [REDACTED] wishes to be involved, based upon the nature of the allegations [REDACTED]

		indicates that she will follow up with MC next week and that she may have other students willing to meet with MC.
1-27-17	█ emails MC	█ indicates that she has been in contact with several students who need the weekend to think about whether they would like to be involved but mentions there is one student that plans to come in next Monday with her to meet with MC
1-30-17	█ emails MC	█ indicates that her friend will not be attending the meeting but that █ would still like to meet with MC
1-30-17	█ meets with MC	█ provides more details and alleges that she was served alcohol as a minor while attending █ party in Dec. 2015 at his apartment. █ indicates that she is still waiting to hear back from individuals in regards to sharing their experiences with █.
2-1-17	█ and MC communicate via email to schedule a meeting	
2-1-17	█ sends MC an email	█ alleges that █ has talked to his supervisors about his friendships with students but not about his dating history or serving alcohol to minors. █ also alleges that █ may be making romantic advances on one of his current students but cannot verify such information. █ says that she wants █ to stop using his position to pursue students in the █ department.
2-2-17	█ meets with SGS and MC	█ provides SGS and MC with more details concerning her interactions with █. MC reiterates the relevance of the Discrimination Complaint Procedure; the option to report retaliation; the limits on confidentiality and available resources. █ reiterates that her objective and desired outcome is for █ to stop using his position to pursue students in the █ department.
2-8-17	█ sends MC and SGS an email	█ gives MC and SGS permission to use her identity when reaching out to █. █ also gives MC and SGS contact info for █, a student in the █ department, who can also attest to █ conduct.
2-9-17	SGS responds to █ email	SGS indicates that EOO will reach out to █
2-9-17	SGS reaches out to █ via email and they schedule a meeting	
2-15-17	MC meets with █	MC explains the Discrimination Complaint Procedure to █ including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. █ and MC agree to meet the next week so that █ can give a statement.
2-21-17	MC meets with █	█ gives MC permission for him to disclose her name as one of the students that expressed concern about █. █ gives a personal statement and signs it.
3-2-17	MC calls █ and explains	

	that allegations have been made against [REDACTED] by two students from [REDACTED] and that EOO is looking into the matter.	
3-3-17	MC calls [REDACTED] and [REDACTED] to provide overview of next steps and leaves a voicemail	
3-6-17	[REDACTED] emails MC to inform him that she received the message and would like to meet during the week	
3-7-17	MC sends [REDACTED] an email back and asks [REDACTED] to call him to set up a time	
3-8-17	MC calls [REDACTED] but doesn't leave a message on [REDACTED] shared voicemail. MC emails [REDACTED] to set up a meeting	
3-8-17	[REDACTED] and MC set up a meeting via phone. [REDACTED] indicates that he would like faculty union representation.	
3-8-17	MC calls Chuck Lambert and informs Chuck that allegations have been made against [REDACTED] and that [REDACTED] seeks union representation.	
3-9-17	MC meets with Chuck and [REDACTED]	MC explains the Discrimination Complaint Procedure including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. MC asks if [REDACTED] is comfortable with giving a personal statement and [REDACTED] complies. Due to time restraints, [REDACTED] agrees to come back to look over his personal

		statement and sign it. MC informs [REDACTED] that he'll be away for a week due to a training.
3-10-17	MC emails [REDACTED] and lets her know that he will be out of the office next week due to a training but that he has talked to [REDACTED] and will try calling [REDACTED] and [REDACTED]	
3-14-17	MC emails [REDACTED] to remind him that MC will be away from the office for a week due to a training but that MC would be checking his email periodically.	
3-14-17	MC leaves individual voicemails for [REDACTED] and [REDACTED] to let them know that he is away from the office for training but that he will return phone calls if they have questions.	
3-20-17 3-24-17 (Spring Break)		
3-22-17	MC calls and leaves individual voicemails for [REDACTED] and [REDACTED]	
3-22-17	[REDACTED] calls MC	MC gives [REDACTED] an update, disclosing that MC met with [REDACTED] admitted to most of the alleged behaviors and that EOO will likely share information with department leadership. MC reiterates that he will need to finalize next steps with Sue before any action is taken. [REDACTED] thanks MC for the call. They agree to meet next week.
3-22-17	[REDACTED] calls MC	MC asks [REDACTED] to schedule a time to meet so [REDACTED] can review his personal statement and sign it. [REDACTED] indicates that he will contact Chuck Lambert because he would like faculty union representation at the meeting. [REDACTED] says he will contact MC next week to schedule.
3-29-17	MC calls [REDACTED]	MC leaves a voicemail for [REDACTED] and asks [REDACTED] to call him back so that they can set up a time to meet
3-29-17	MC calls back	[REDACTED] asks if MC can contact Chuck to work out a time for them to all meet

	██████	
3-29-17	MC, Chuck and ██████ schedule a meeting for 3-30-17	
3-29-17	MC calls ██████ and leaves a voicemail	
3-30-17	██████ signs personal statement at meeting w MC and Chuck	
3-31-17	██████ calls back MC. MC sets up an appointment with ██████ to meet on 4-4-17 to sign document	
4-4-17	MC and SGS meet with ██████ to give him an update	
4-5-17	MC meets with ██████	MC updates ██████ and informs her that he will likely write a memo that contains information shared by ██████ and herself. He will give the memo to the Dean and Provost and they will determine next steps. MC also discloses to ██████ the behaviors that ██████ admitted to. ██████ signs her personal statement.
4-5-17	MC calls ██████ but voice mailbox is full	
4-6-17	MC calls ██████ but voice mailbox is full	
4-25-17	MC calls ██████ but voice mailbox is full	
4-28-17	MC calls Brent M. and gives him an update as well as lets him know that the rfa report should be ready	
4-28-17	MC calls ██████ and lets him know the rfa report will be ready for Brent M. and Brent to review.	
4-28-17	MC calls Brent M and lets him know the report is ready	

	for him to pick up	
4-28-17	MC informs [REDACTED] and [REDACTED] that report will be reviewed by Brent M. and leadership next week.	MC says that he will contact [REDACTED] (the contact person for [REDACTED] as well) when he receives an update. [REDACTED] thanks MC for his assistance and indicates that she will pass the information on to [REDACTED]
5-1-17	Brent M comes by to pick up report but MC is not present. MC gives Brent M a copy of the report at his office. Brent signs that he has received report	
5-1-17	[REDACTED] calls the office and asks for an update	MC informs [REDACTED] that Brent M and Brent C have received copies of the RFA report and Brent M will likely schedule a meeting with [REDACTED] once he has read the report and had a chance to discuss with Brent C. [REDACTED] thanks MC for his assistance in the matter and says that he will await to hear from Brent M.